

CITY OF CALIFORNIA CITY

JOB DESCRIPTION

**Water Operations Supervisor**

2015

Position Control No. 06-2015

**EMPLOYMENT**

**CLASSIFICATION:** Management

Salary Scale: Range 76, \$28.36 - \$36.55

**DEPARTMENT:** Public Works

**REPORTS TO:** Public Works Director

**PURPOSE/OBJECTIVE OF JOB:** This position provides leadership for the operation, maintenance, repair, installation of the City's water distribution collection systems.

**LEVEL OF SUPERVISION REQUIRED:** MINIMAL

**SUPERVISORY RESPONSIBILITIES:** Manage all functions of the water department and supervise Water Department employees. Direct work in the installation, maintenance and repair of water distribution and transmission system; Performs related work as assigned. May operate heavy equipment to dig and backfill trenches, place and remove pumps, valves and other appurtenances, lay and roll asphalt, etc., Must be available to work on call.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Interprets City regulations and codes, applicable laws and provides technical assistance to staff.
2. Determines priorities, develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department.
3. Determines priorities, reviews staff work and directs the development of management systems to evaluate policies and operating procedures for overall effectiveness.
4. Confers with and gives guidance to subordinates regarding matters effecting employer-employee relations.
5. Provides for selection, work review and professional development of staff up to and including disciplinary actions, evaluations, training and other related matters. Works with subordinate supervisors to assure accountability of all department employees.
6. Coordinates the formulations of long-range planning, including financial and capital improvement plans.

7. Monitors developments related to delegated service areas, evaluates their impact on City operations and implements policy and procedures improvement.
8. Ensures adherence to applicable laws, codes, regulations and guidelines.

**MINIMUM REQUIREMENTS:**

1. Knowledge of safety regulations, safe work practices and safety equipment related to work of department.
2. Skilled in managing and directing a complex public works program.
3. Skilled in selecting, motivating and evaluating staff and providing for their training and professional development.
4. Skilled in analyzing complex technical and administrative maintenance problems, evaluating alternative solutions and recommending or implementing effective courses of action.
5. Valid Class A California Driver's License and a good DMV driving record desirable. (Note: enrollment required in a Department of Transportation Drug and Alcohol program.)
6. High School Diploma or GED equivalent.
7. Five (5) years minimum supervisory experience in installing, maintain and repairing water systems or related systems and facilities.
8. Possession of a Grade IV Water Distribution Operator Certificate
9. Possession of Grade II Water Treatment License highly desirable.
10. Knowledge of equipment, tools, materials, and methods used in underground water distribution system installation, maintenance and repair.
11. Knowledge of safety practices pertaining to field and underground maintenance.
12. Ability to demonstrate knowledge and skilled work in the installation, maintenance and repair of mains, services, valves, meters, hydrants and other water system equipment.
13. Skilled in developing and implementing goals, objectives, policies, procedures, work standards and internal control.
14. Ability to plan, organize, schedule, supervise, assign and review the work of the Water Department Workers and related skilled and semi-skilled workers.
15. Ability to assist in directing the selection, supervision and work evaluations for water maintenance staff, and provide for their training, disciplinary action, and development as needed.
16. Skilled in preparing clear and concise reports, correspondence and other written materials.
17. Can exercise sound independent judgment within general policy guidelines.
18. Skilled in establishing and maintaining effective working relationships with those contacted in the course of work including a variety of citizens, public and private organizations, boards and commissions, and City staff.
19. Skilled in planning and developing specifications for public works projects.
20. Other duties as assigned.

**ESSENTIAL POSITION REQUIREMENTS:**

1. Initiative and good judgment within established guidelines.
2. Tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of work.
3. Research, compile, and summarize information and materials to include Engineering Plans and Blue Prints.
4. Read and interpret complex written material and including manuals, memos, letters, minutes, ordinances, and resolutions.
5. Communicate and work effectively with the Community, vendors, contractors and City employees.
6. Work effectively under pressure.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

Strength: See attached CA RU-91

Ability to perform one or more of the following functions simultaneously with or without reasonable accommodation: reach, turn, walk from one location to another, handle, read, write, speak clearly and correctly, sit, hear, climb, stoop, kneel.

Vision: Visual acuity (near-under 20 inches, far-over 20 feet) with or without vision enhancement.

**MARGINAL PHYSICAL REQUIREMENTS:**

Ability to stand, crawl, walk, kneel, crouch, stoop.

**ENVIRONMENTAL CONDITIONS TO WHICH EXPOSED:**

Noise intensity levels; moderate to occasionally severe.

Must wear safety equipment; such as goggles, safety glasses and hard hat when on hazardous work sites.

Working under mechanical hazards: Frequent

Working around fumes/odors: Occasional.

Working around other hazardous conditions: Frequent

Employee is required to wear safety shoes when on construction sites.

ADA/EEOC Job Description

Approved by City Council: June 30, 2015